

**RESOURCES TASK GROUP****Meeting No. 32 – 27<sup>th</sup> September 2010****Table of Contents**

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|             | 2.1 Report 2009/10  |                                     |
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| <b>32.3</b> | Absenteeism Statistics 2009/10                                    | <i>Reviewed</i>                     |
| <b>32.4</b> | Budget  |                                     |
|             | 4.1 General Grant Resource Element 2010/11<br>– In Year Reduction | <i>Tabled</i>                       |
|             | 4.2 In-Year Savings 2010/11                                       |                                     |
| <b>32.5</b> | Career Break  | <i>Approved</i>                     |
| <b>32.6</b> | Date of next meeting  | <i>25<sup>th</sup> October 2010</i> |

**RESOURCES TASK GROUP**

Minutes of Meeting No. 32 held in the McKinley Room, Riada House, on Monday 27<sup>th</sup> September 2010 at 2.00 pm.

|                      |  |
|----------------------|--|
| <b>CHAIR</b>         | Councillor M McCamphill  |
| <b>PRESENT</b>       | <b>Alderman</b><br>F Campbell<br>C Cousley, Deputy Mayor<br>J Simpson<br><br><b>Councillors</b><br>E Robinson  |
| <b>APOLOGIES</b>     | <b>Councillor</b><br>A Cavlan<br>B Kennedy   |
| <b>IN ATTENDANCE</b> | Chief Executive<br>Director of Borough Services,<br>Director of Central & Leisure Services,<br>Committee Clerk |

**31.1 MINUTES – MEETING NO 32 – 28<sup>th</sup> JUNE 2010**

It was proposed by Alderman Cousley seconded by Councillor Robinson and **AGREED:**

*that the minutes of Meeting No. 31 on 28<sup>th</sup> June 2010, as circulated, be confirmed as a correct record.*

**31.2 VARIANCE REPORTS****2.1 2009/10**

The Director of Central & Leisure Services presented variance report from April 2009 – March 2010 with explanatory notes, stating that Council's financial position for the year 09/10 was overall very good taking into account the contribution made by Council of £60,000 at the rates setting process to offset the rate. Vacant property inspections realised £118,000, £42,000 more than anticipated. The overall surplus to reserves was

£137,748 resulting in an increase for 09/10 after Council's agreed payment of £150,000 into the capital fund. Issues discussed included:

- Adjustments to take account of claw back 08/09.
- Application of costs for community services ie salaries, wages and electricity.
- Surplus on services for waste disposal costs.
- Inclusion of sewerage charges in waste charges at Knock Road.
- Application of internal charges.
- Leisure Centre usage and annual maintenance charges.

## **2.2 Report April- June 2010/11**

The Director of Central & Leisure Services presented a variance report for period April to June 2010 stating that Council is operating within budget but figures reflect only two months expenditure and future income is difficult to predict. She advised that September is the start of the new programme for sports activities which has resulted in increased activity at the Joey Dunlop Leisure Centre. Issues discussed included:

- Competitive marketplace for waste disposal
- Trade waste collection income
- Recoupment of finances expended by Council for provision of services
- Provision of humanitarian aid and emergency planning by Assembly
- Sports grounds and open spaces – new facilities and scale of charges

\* **Alderman Simpson arrived at 2.10 pm during the discussion.**

## **32.3 ABSENTEESIM STATISTICS 2009/10**

The Director of Central & Leisure Services presented absenteeism statistics for 2009/10. The report is attached as Appendix 1. She advised that the Chief Local Government Auditor's annual report will be tabled in December or January. Concern was expressed at the increase in sickness absence in the period 2009/10 compared with 2008/09. The Chief Executive concurred with the concerns and clarified the procedure for management of attendance and engagement of Occupational Health service.

\* **The Director of Borough Services joined the meeting at 2.17 pm.**

## **32.4 BUDGET**

### **4.1 General Grant Resources Element 2010/11**

The Director of Central & Leisure Services clarified the impact of the reduction in Resources Element of General Grant 2010/11. She advised members that the Department of the Environment has written to Council advising of an in – year reduction to the Resources Element of the General Grant.

Due to severe and unprecedented economic constraints in all areas of the Public sector the minister has had to make the very difficult decision of an in-year £1.15m cut to the Grant.

The revised estimated resources grant for the Council for 2010/11 is £971,663.00 a reduction of £60,904.00 or 1.15% increase on the Rates.

The Department will write shortly to the Council advising the exact amount involved. The Department further advises that whilst the Minister has undertaken to make every effort to protect the resources Element of the General Grant for the remainder of the financial year that against current extreme and exceptional financial background, the possibility of further in-year cuts cannot be ruled out.

The Corporate Management Team plan to identify savings in-year to off-set this cut in General grant and will report to the Council via the Resources Task Group in due course.

#### **4.2 In-Year Savings**

The Director of Central & Leisure Services advised of in-year savings made to date totalling £56,428.00 made possible by non payment of loan charges and the non-payment of £2,500 to Lough Neagh & Lower Bann.

#### **32.5 CAREER BREAK**

An application by the full-time committee clerk (post ref 50143) for a career break for one year has been received.

It was proposed by Alderman Campbell, seconded by Councillor McCamphill and **AGREED:**

***that the application by the full time committee clerk (post ref 50143) for a one year career break be approved and that the post be filled.***

#### **32.6 DATE & TIME OF NEXT MEETING**

25<sup>th</sup> October 2010 at 2.00 pm in the Lanyon Room.

**The meeting closed at 3.45 pm.**

**Ballymoney Borough Council****APPENDIX 1****Absenteeism April 2009 to March 2010.**

|   | <u>2008/09</u> | <u>2009/10</u> |
|---|----------------|----------------|
| Number of Full Time Equivalent Employees                      | 124            | 126            |
| Total possible working days                                   | 27,965         | 28,127         |
| Average possible working days per employee                    | 226            | 223            |
| <br>  |                |                |
| Total days lost due to absence                                | 1,791          | 2,145          |
| <br>  |                |                |
| Number of employees with one or more absence                  | 93             | 90             |
| <br>  |                |                |
| Average Days Lost per Employee                                | 14             | 17             |
| Lost Time Rate  | 6.41%          | 7.63%          |
| <br>  |                |                |
| Total days lost due to Long Term absence                      | 1,237          | 1,534          |
| Number of employees with long term absence                    | 19             | 21             |
| Long Term Lost time rate                                      | 4.43%          | 5.45%          |
| Number of employees on long term absence in receipt of no pay | 2              | 3              |
| <br>  |                |                |
| Total days lost due to Short Term absence                     | 554            | 611            |
| Number of employees with short term absence                   | 74             | 79             |
| Short Term Lost time rate                                     | 1.98%          | 2.17%          |
| <br>  |                |                |
| Number of Full Time Equivalent Employees without an absence   | 48             | 52             |

Note:

*Short term absence is up to 19 days*

*Long term absence is 20 days or more*

Managers and supervisors continue to manage absenteeism in accordance with the Attendance Improvement Scheme.

The Corporate Management Team receive and discuss the level of absenteeism on a monthly basis. Unfortunately the level of absenteeism in 2009/10 has increased. The main increase is in long term absences.

The 3 employees on long term absence in receipt of no pay have prematurely retired on the grounds of ill health.

The council makes an annual absenteeism return to the Chief Local Government Auditor

The auditor produces an annual report on absenteeism in local government in Northern Ireland

This will be tabled for committee when received.

I. McCleery  
21.09.10

